

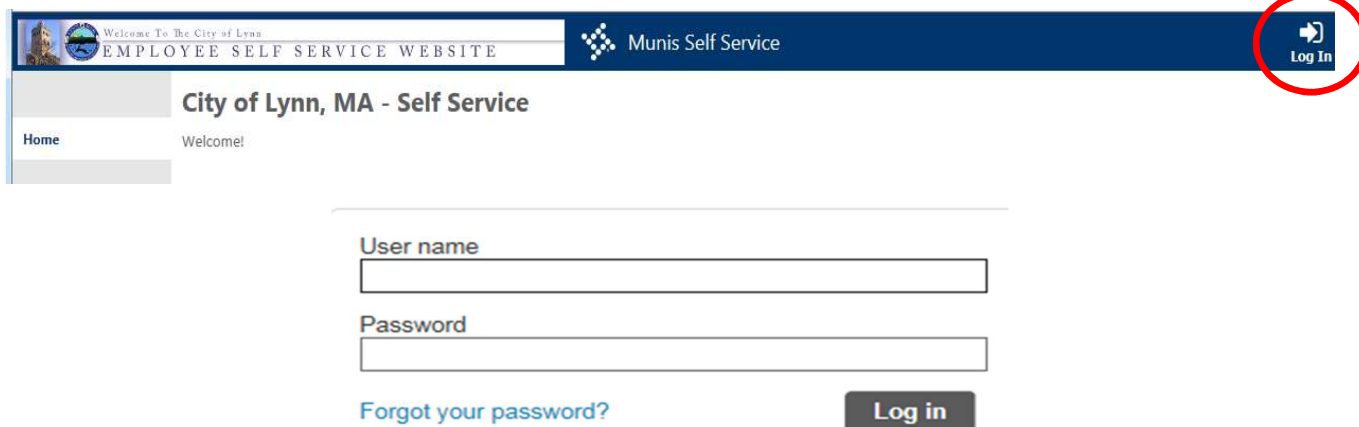
City of Lynn – Employee Self Service

Employee Self Service is a secure web portal that allows employees to access and update some of their personal information through internet access. Employees can view payroll information such as paycheck history, W2 information and W-4 election details.

Employee Self Service can be accessed directly from the link below:

<https://lynnma.munisselfservice.com/LogOffConfirmation.aspx>

The following page will open. Click on Log In and a User Name and Password box will open.



Your User name is your first initial of your first name, your last name and last 4 digits of your Social Security Number.

Example: Jsmith5555

Initially your password will be the last 4 of your Social Security Number. The first time you log on you will be prompted to change your password. Keep this password – there is no expiration on this password so you'll be able to keep it. **Please note: If you have logged in before, your password has changed to whatever personal password you chose. It will not be the last 4 of your SSN after your very first log in.**



Enter your user name and password and click on Log in.

City of Lynn – Employee Self Service

Please note: If you have already changed your initial password to a personal password, please skip to page 3.

You will then be prompted with the below screen to change your password.

Your new password needs to be at least 8 characters long, contain at least 1 number and contain at least one uppercase character and one lowercase character.

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Home

Home

Login

Before proceeding you must change your password.
New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

Password strength Unacceptable

Confirm new password

New password hint

Change Cancel

Welcome To The City of Lynn
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New password

Password strength Acceptable

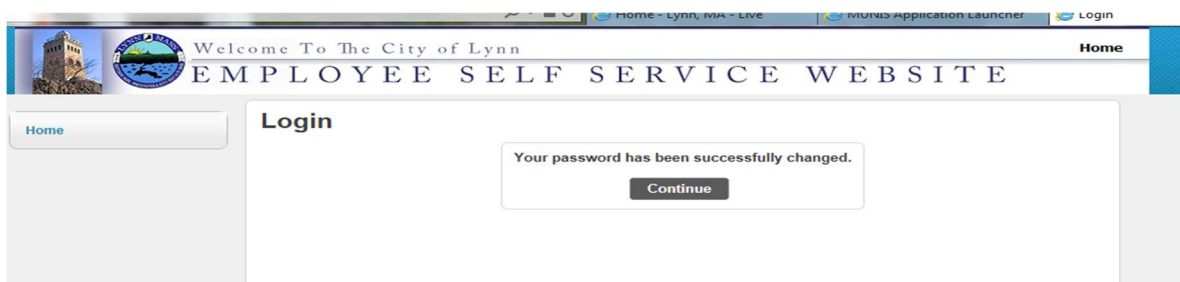
Confirm new password

New password hint

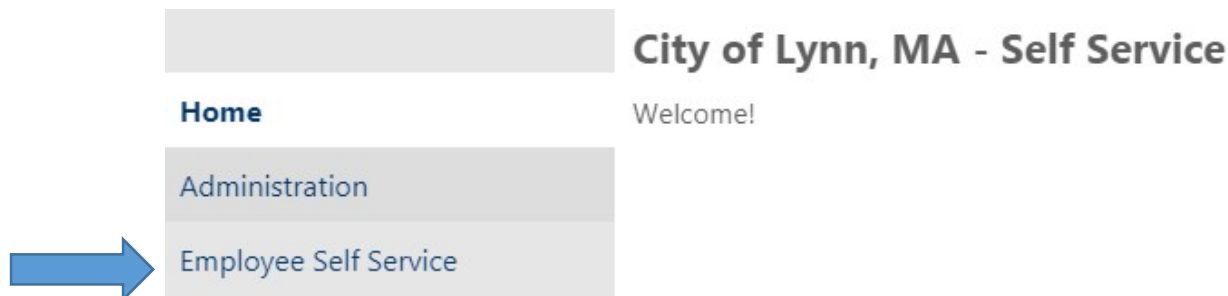
Change Cancel

Note that a password hint is required to be filled out in case you forget your password it will be emailed to you.

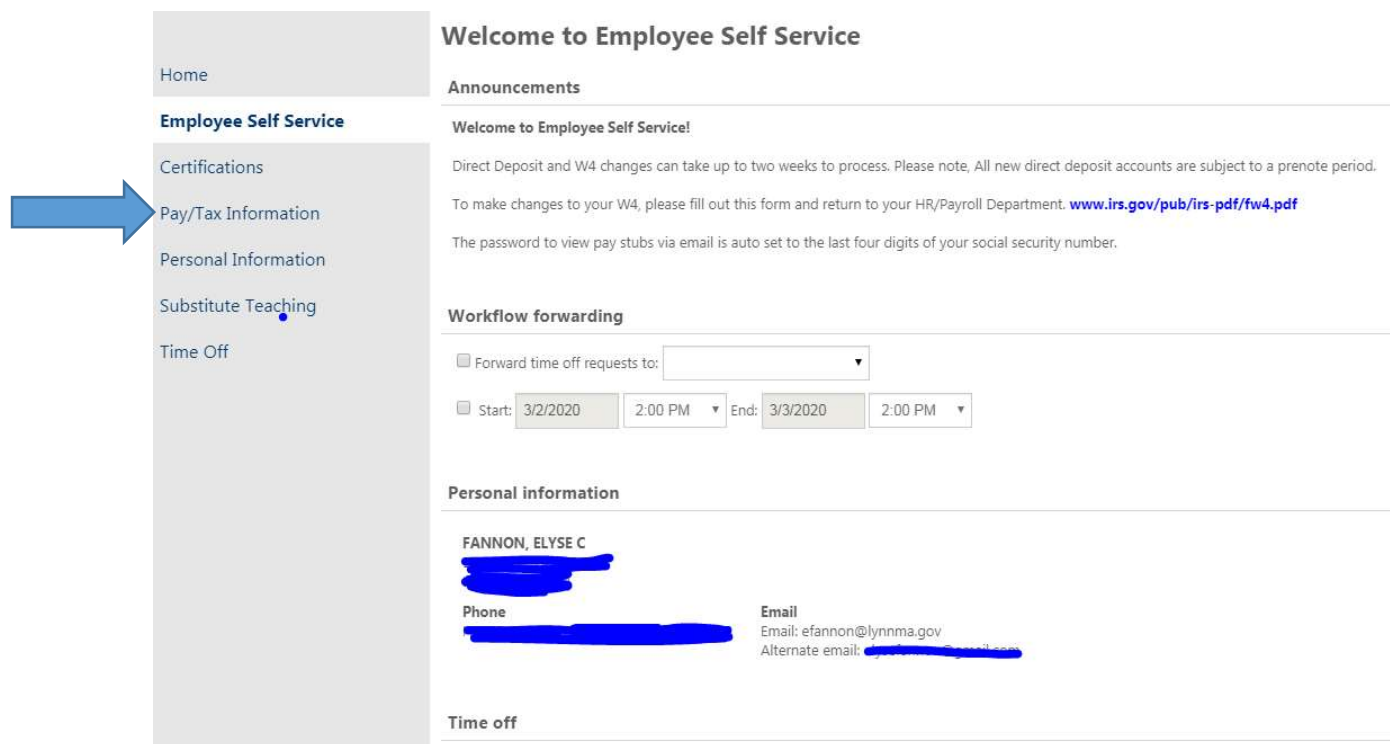
City of Lynn – Employee Self Service



Click on Employee Self Service on the left hand side of your screen:

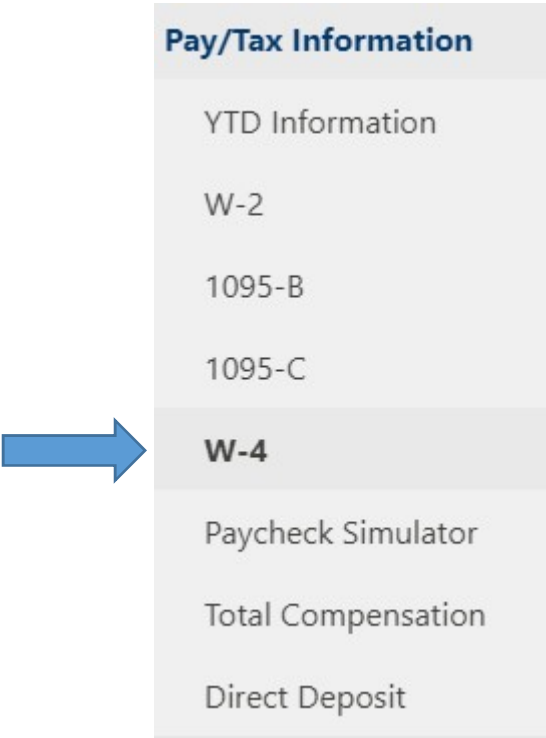


Click on Pay/Tax information on the left hand side of your screen:



City of Lynn – Employee Self Service

Once you click on Pay/Tax Information, please click on W-4.



To edit your Federal Tax Withholding please click on the “Edit FEDERAL” link:

W-4 Information

FEDERAL
Marital status
SINGLE
Exemptions
2
Additional amount
\$0.0000
Edit FEDERAL

MASSACHUSETTS
Marital status
SINGLE
Exemptions
2
Additional amount
\$0.0000
[Edit MASSACHUSETTS](#)

This page should appear:

City of Lynn – Employee Self Service

W-4 Information

FEDERAL

2020 Form W-4 Employee Withholding Certificate

- The 2020 Form W-4 is significantly different from previous years. Please save, read and complete [Form W-4](#). Using your completed document, enter your answers here for electronic processing.
- If you are a nonresident alien, see [Notice 1392](#), Supplemental Form W-4 Instructions for nonresident Aliens, before completing this form.

Step 1:

Indicate your marital status

Single or Married Filing Separately ▼

☐ **Step 2: Multiple Jobs or Spouse Works** Do *only one* of the following.

(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding (and Steps 3-4); **or**

(b) Use the [Page 3](#) and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check the box above.

Fill out Steps 3-4(b)

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Add the amounts above and enter the total here:

0.00

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld from other income you expect this year that will not have withholding, enter the amount of income here. This may include interest, dividends, and retirement income.

0.00

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the [Deductions Worksheet on page 3](#) and enter the results here

0.00

(c) **Extra Withholding.** Enter any additional tax you want withheld each **pay period**

0.00

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

(Enter your full name)

Submit **Cancel**

Read through this screen and follow the prompts and click “Submit” when you are done.

If you go back to the W4 screen, you can choose to edit your state taxes as well. Click on the “Edit MASSACHUSETTS” link:

W-4 Information

FEDERAL

Marital status

SINGLE

Exemptions

2

Additional amount

\$0.0000

[Edit FEDERAL](#)

MASSACHUSETTS

Marital status

SINGLE

Exemptions

2

Additional amount

\$0.0000

[Edit MASSACHUSETTS](#)

This page should appear:

W-4 Information

MASSACHUSETTS

FORM M-4 MASSACHUSETTS EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATE

Indicate your marital status

Single or Married Filing Separately ▼

Add the number of exemptions which you have claimed per [Form M-4](#).

2

Add the number of exemptions which you have claimed per [Form M-4](#).

0.00

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.
(Enter your full name)

Submit

Cancel

Read through this screen and follow the prompts and click “Submit” when you are done.

If you have any questions or concerns, please contact your payroll person.